1		TOWN OF LITCHFIELD PLANNING BOARD
2 3		MEETING Held on September 20, 2011
4 5		Minutes approved – 10/4/11
6 7 8		e Litchfield Planning Board held a meeting in the Town Hall conference room, 2 berty Way, Litchfield, NH 03052 on Tuesday September 20, 2011 at 7:00 p.m.
9 10 11 12	Cro	EMBERS PRESENT: Leon Barry (Chairman), Bob Curtis (Vice Chairman), Michael oteau, Barry Bean, Frank Byron (Selectmen's Representative), Russell Blanchette, omas Young
13 14	MI	EMBERS ABSENT: Joel Kapelson (Alternate)
15 16 17 18		SO PRESENT: Joan McKibben, P.B. Staff SENT: Steven Wagner (NRPC Senior Planner)
19 20 21	Mr	LL TO ORDER Barry called the meeting to order at 7:00 p.m. He introduced the Board members and ned them in the Pledge of Allegiance.
22 23 24 25 26 27 28 29	1.	Impact Fee Review per Litchfield Zoning Ordinance Sections 1309.00 and 1410.00 / Schedule Hearing for Proposed Changes Ms. McKibben reported that Mr. Wagner had completed 2/3 of the Appendix for revised impact fees and the method which can be charged to fees at this time. It was agreed that a hearing on the proposed changes should be scheduled for the second meeting in October (October 18, 2011). Action: Ms. McKibben
30 31		Mr. Barry reported that Mr. Wagner was unable to attend the meeting this evening.
32 33 34 35 36		Referring to information received from Mr. Wagner relative to what impact fees can be used for; Mr. Barry stated this would be invaluable information to assist with developing the CIP. He stressed however that the decision would ultimately remain with the Board.
37 38 39 40 41 42 43 44 45	2.	 Discuss Workforce Housing Ms. McKibben handed out copies of the following: The ordinance which had failed in March 2010 relative to Inclusionary Housing An ordinance on Inclusionary Housing for the Town of Mason, supplied by Mr. Wagner. The ordinance on Multi-family Housing Overlay District for the Town of Mason, also supplied by Mr. Wagner.

It was reported that Mr. Wagner has suggested looking at items on the Litchfield ordinance which failed which the Board may wish to change.

The Board reviewed the 2010 failed Litchfield ordinance and the following were discussed:

- The location of the brook (Leach Brook) referenced in the document. Ms. McKibben confirmed it is a visible brook.
- Residents seemed confused between Inclusionary Housing and Section 8 Housing when the original ordinance was presented at the 2010 Deliberative Session and this needs to be addressed.
- Whether it is acceptable to spell out the location of such housing within the ordinance.
- Mr. Barry felt it would be beneficial to obtain input from builders relative to incentives which the Town could provide, which would encourage builders to build in Litchfield.
- Permitted areas.
- Whether rental housing was mandated by the RSA.
- Mr. Young pointed out Windham is currently in court with builders as the Town does not want to accept Inclusionary Housing.
- The need to make the ordinance easy to understand in a presentation to voters.
- It was pointed out that the failed ordinance sounds like it pertains to Section 8 Housing which probably influenced how residents voted last March.
- Mr. Barry suggested changing how the 'Purpose' section reads to include an explanation of what the Town is trying to achieve and clearly state the benefits to the Town of having diversity of housing.
- Possible terms to use in the description, such as 'starter housing' and 'moderate income'.
- Provide a copy of the statute, RSA 674 which defines Inclusionary Zoning to clarify why the Town must develop such an ordinance.
- How to approach the presentation to residents at the Deliberative Session.
- Alternative terms which could be used to define and describe Inclusionary Housing.

Mr. Curtis suggested rewording Section 475.1.0 – Purpose in the existing ordinance.

 Other areas of the existing ordinance which were discussed are as follows:

- Section 475.5.2 Qualifying Workforce / Affordable Housing, with examples of how this might be presented at the Deliberative Session.
- Section 475.5.3 Incentives, does not mention density for building purposes. Mr. Barry suggested including in the discussions a builder who has been successful with workforce housing in the past and who could assist the Board by providing information on what has worked in other communities.
- Section 475.2.0 Authority
- Mr. Byron reported there are commercial districts in the Town on Route 102 and by the Chiropractor on Route 3-A near Warren's Auto Body.

- Section 475.3.2 Permitted Uses, Mr. Curtis noted Manufactured Housing is not included under the ordinance.
 - Page 3, 'Owner-occupied housing': it was noted it may be necessary to provide an explanation of the term 'in fee simple'.
 - Which parts of the failed ordinance should be removed (suggested as follows):
 - Page 2, Section 475.4.0, Definitions strike everything below Area Median Income (beginning with Assets, and ending with Moderate Income)
 - o Page 4, Section 475.5.4, Dwelling Unit Size.
 - Page 4, Section 475.6.1 Dwelling Style and Appearance: it was pointed out that an ordinance already exists for duplex units and care should be taken not to contradict that ordinance.
 - Page 3, Section 475.5.1 Tract Size: it was suggested that a density standard should be used instead.

It was agreed that Ms. McKibben should compile a list of suggested amendments and discuss them with Mr. Wagner.

Action: Ms. McKibben

3. Approve Minutes

Mr. Byron suggested names should be in full, rather than first names only in these minutes.

MOTION: by Mr. Bean

Move to approve the minutes of the Litchfield Planning Board's meeting of August

16, 2011 as amended

SECOND: Mr. Curtis

VOTE: 5-0-1 (Mr. Croteau abstained)

The motion carried unanimously.

4. Any Other Business

It was agreed that Ms. McKibben should call Joel Kapelson with respect to the letter which was sent to him regarding his attendance at meetings.

Action: Ms. McKibben

Discussion:

Mr. Barry suggested the Board take a positive vote to have Mr. Kapelson removed from the Board, and make this recommendation to the Board of Selectmen. Mr. Byron explained the process, stating a public hearing of the Board of Selectmen would be necessary and Mr. Kapelson would be invited to attend the hearing.

MOTION: by Mr. Bean

Move that the Litchfield Planning Board does hereby recommend to the Board of Selectmen the removal of Joel Kapelson from the Planning Board.

SECOND: Mr. Curtis

VOTE: 5-0-1 (Mr. Byron abstained)

The motion carried.

1	M	s. McKibben reported on the following:
2	•	The Carcon Company on the escrow account is the gravel pit across from Mel's
3		and there is approximately \$800 currently in the account.
4		MOTION: by Mr. Barry
5		Move that the Planning Board does hereby release escrow funds to Carcon in
6		the amount of \$881 plus interest from escrow account number 07-1010.07
7		SECOND: Mr. Croteau
8		VOTE: 6-0-0
9		The motion carried unanimously.
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11	•	Mr. Wagner suggested the Board send a letter to the School District informing
12		them it intends to suspend Campbell High School and GMS impact fees. Mr.
13		Barry agreed to this.
14		Action: Ms. McKibben
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16	•	An estimate for work on the impact fees has been received from Bruce Mayberry
17		of between \$20,000 and \$25,000, which would include those for fire and police
18		to bring them into line with others in the Town. Ms. McKibben reported she is
19		looking into an alternative source for this work with Mr. Hoch.
20		
21	•	Mr. Wagner sent copies of the accessory dwelling ordinance from Mason and
22		Ms. McKibben handed these out.
23		
24	•	Ms. McKibben requested that Board members let her know if they wish to attend
25		the LGC law lectures and she will sign them up.
26		
27	MOTI	ON: by Mr. Croteau
28		to adjourn the meeting
29		ND: Mr. Young
30	VOTE	: 6-0-0
31	The m	otion carried unanimously.
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33	There 1	being no further business before the Board, the meeting adjourned at 9:20 p.m.
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37		Leon Barry, Chairman
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40		Bob Curtis, Vice Chairman
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43		Frank Byron, Selectman
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46		Barry Bean

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4	Michael Croteau
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7	Thomas R. Young
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10	Russell Blanchette
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12	Minutes taken by: Sandra Maxwell, Recording Secretary
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